

REPORT OF BIRTH ABROAD
APPOINTMENT REQUIRED

- **BOTH PARENTS AND CHILD MUST BE PRESENT. If one parent cannot be present then:**
 - We must have a Special Power of Attorney listing each child by name and date of birth, giving consent for both U.S. passport and Consular Report of Birth Abroad.
 - A copy of the front and back of the ID Card for the absent parent.
 - All original documents will be sent with the application.
- **Completed DS Form 11** online at www.travel.state.gov.
 - a. Do the **“Complete Online and Print Form”** version of the application.
 - b. The application process is a Wizard type Program, answer the questions appropriately but ensure that the mailing address is our address. It will print out with a barcode in the upper left hand corner of the page. Use **000-00-0000** for the SSN.
 - c. **Mailing Address must be: USAG Bavaria MPD, Unit 28130 ATTN: Passports, APO AE 09114**
 - d. Select the normal fees, you will not pay online but you cannot get through the application without selecting a payment price.
 - e. Create the form and then print the application and bring with you to the passport office, **do not sign!** We only need the application and not all of the instruction pages.
- **Information to know!** Be prepared to provide: dates living in the US, dates living abroad, information on all previous marriages, and a stateside address such as home of record or relative.
- **GEBURTENREGISTER** (German birth certificate- two/three pages)
- **Application for Consular Report of Birth Abroad (DS-2029 Form – must be typed)**
- **Marriage certificate** for parents (if applicable)
- **Divorce decrees** (and/or death certificates) for **ALL** previous marriages for parents (if applicable)
- **Proof of Citizenship for parents:**
 - **US Citizen Parent Passport**
 - If the U.S. citizen parent **DOES NOT** have a passport then an original birth certificate, certificate of naturalization, or certificate of citizenship is required.
 - **Non-U.S. Citizen Parent Passport**
- If the non-U.S. citizen parent DOES NOT have a passport, the original European ID card will be sent.
- **DS Form 5507 “Affidavit of Parentage, Physical Presence and Support”**- If parents were not married at the time of conception or birth. We also require the **German Vaterschaftsanerkennung** and a **German statement regarding custody** (Sorgerechterklaerung specifying sole or joint custody) if the parents are not married.
- **Military ID cards for both parents**
- **Money order** – either \$100 or \$205
 - **\$100** for Consular Report of Birth Abroad and no-fee passport (*The no-fee passport can only be issued to active duty Army with currently Command Sponsored family members- must bring in the baby’s international version of the birth certificate, Formula A.*)
 - **\$205** for Consular Report of Birth Abroad and tourist passport
 - *Note: Official passports cannot be applied for with the Report of Birth Abroad application.*

YOU MUST BRING ALL ORIGINAL DOCUMENTS!

For appointments or questions please email us at usarmy.bavaria.imcom-europe.mbx.dhr-mpd-passports@mail.mil